



# MARYLAND STATE POLICE

## STANDARD OPERATING PROCEDURE



### Processing of Identification Cards Under the Law Enforcement Officers' Safety Act

Distribution: Licensing Division	Index: <b>SOP 29-19-011</b>
DLI Reference: N/A	Rescinds: SOP 29-14-004
Issued: 09/30/2014	Revised: 11/25/2019

#### .01 Purpose

To establish guidelines and policies for processing applications under the Law Enforcement Officers' Safety Act for former or retired Maryland State Troopers and Maryland Deputy State Fire Marshals.

#### .02 Policy

The LEOSA identification card is issued by the Maryland State Police to an individual who has been qualified as separating from the Department of State Police. This only includes Maryland State Troopers and Maryland Deputy State Fire Marshals. This identification card is for the separated law enforcement officer to carry a handgun, under the provisions of LEOSA, and is separate from the Maryland Wear and Carry Permit.

#### .03 Definitions

L.E.O.S.A: Law Enforcement Officers' Safety Act

Qualified Separated Law Enforcement Officer – An individual who:

1. Separated in good standing from service with a public agency as a law enforcement officer
2. Before such separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest
3. Before such separation, served as a law enforcement officer for an aggregate of ten years or more; or separated from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency
4. During the most recent 12-month period, has met, at the expense of the individual, the standards for qualification in firearms training for active law enforcement officers, as determined by the former agency of the individual, the State in which the individual resides, or the standards used by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that state
5. Has not been officially found, by a qualified medical professional employed by the agency, to be unqualified for reasons relating to mental health, and as a result of this finding, will not be issued the photographic identification, as described
6. Has not entered into an agreement with the agency from which that individual is separating from service, in which that individual acknowledges he or she is not qualified for reasons relating to mental health, and for those reasons, will not receive or accept the photographic identification, as described
7. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance

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8. Is not prohibited by State and Federal law from receiving a firearm

### **.04 References**

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H.R.218 – Law Enforcement Officers' Safety Act of 2004

S.1132 – Law Enforcement Officers' Safety Act Improvements Act of 2010

18 U.S. Code § 926B. Carrying of concealed firearms by qualified law enforcement officers

18 U.S. Code § 926C. Carrying of concealed firearms by qualified retired law enforcement officers

### **.05 Responsibilities**

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The Commander, of Licensing Division, or his designee, is authorized to act on behalf of the Secretary, of the Department of State Police, when administering the laws and regulations established for the processing and issuance of LEOSA identification cards.

### **.06 Procedures**

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#### **A. Initial LEOSA Identification Card Applications**

1. A qualified separated law enforcement officer must establish an eMDSP account <https://emdsp.mdsp.org/egov/Login.aspx>. The individual will select "Initial Application," and proceed to the "Apply for Your License, Registration or Certification" page. Under the "Application Type Selection," the individual will select "LEOSA" for "Program," select "LEOSA," under "License Type," select "Separated DSP," under "Application Method." The individual will follow the directions, as provided in the application submission process in eMDSP.
2. The individual must complete a firearms qualification course of fire, approved by the Maryland Police and Correctional Training Commission.

#### **B. Renewal LEOSA Identification Card Applications**

1. A qualified separated law enforcement officer must log into their eMDSP account at <https://emdsp.mdsp.org/egov/Login.aspx>. The individual will select "Renew License," and follow the directions, as provided in the application submission process in eMDSP.
2. The individual must complete a firearms qualification course of fire, approved by the Maryland Police and Correctional Training Commission.

### **.07 Required Documents**

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- A. In addition to the electronic submission, initial and renewal applicants must submit the following documentation to the State Police, Licensing Division, Handgun Permit Unit:
1. A front and back photocopy of the Maryland Department of State Police issued separated/retiree photo identification card
  2. A photocopy of the Maryland or Out-of-State-Driver's License identification card

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3. Form 29-40C – Certification of Prior Law Enforcement Employment (Initial Applications Only)
4. Form 29-40D – Maryland State Police Trooper's Request for Range Date (If needed)
5. Form 29-40E – Documentation of Firearms Training for Separated Police Officers in Maryland
6. Copy of the printed receipt from your successful eMDSP LEOSA application submission

### **.08 Fees**

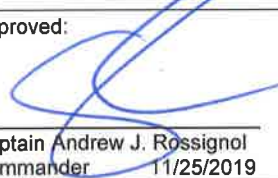
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- A. The Department of State Police charges a non-returnable fee of \$8.00 for each application submitted for consideration. The fee may not be returned, if your application is denied or returned for deficiencies. The fee will be collected as part of the electronic submission process.

### **.09 LEOSA Identification Card**

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- A. Providing the required electronic application and documentation parameters are met, the individual will be issued a LEOSA identification. The identification card will contain the following:
1. The license / account number
  2. The individual's demographic information
  3. The date of expiration
  4. The type of firearm qualified with (pistol, revolver or pistol and revolver)
  5. Restrictions: "If armed, the officer must possess a valid police agency photo ID and this identification card."

Approved: 

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Captain Andrew J. Rossignol  
Commander 11/25/2019